Running Room management

by

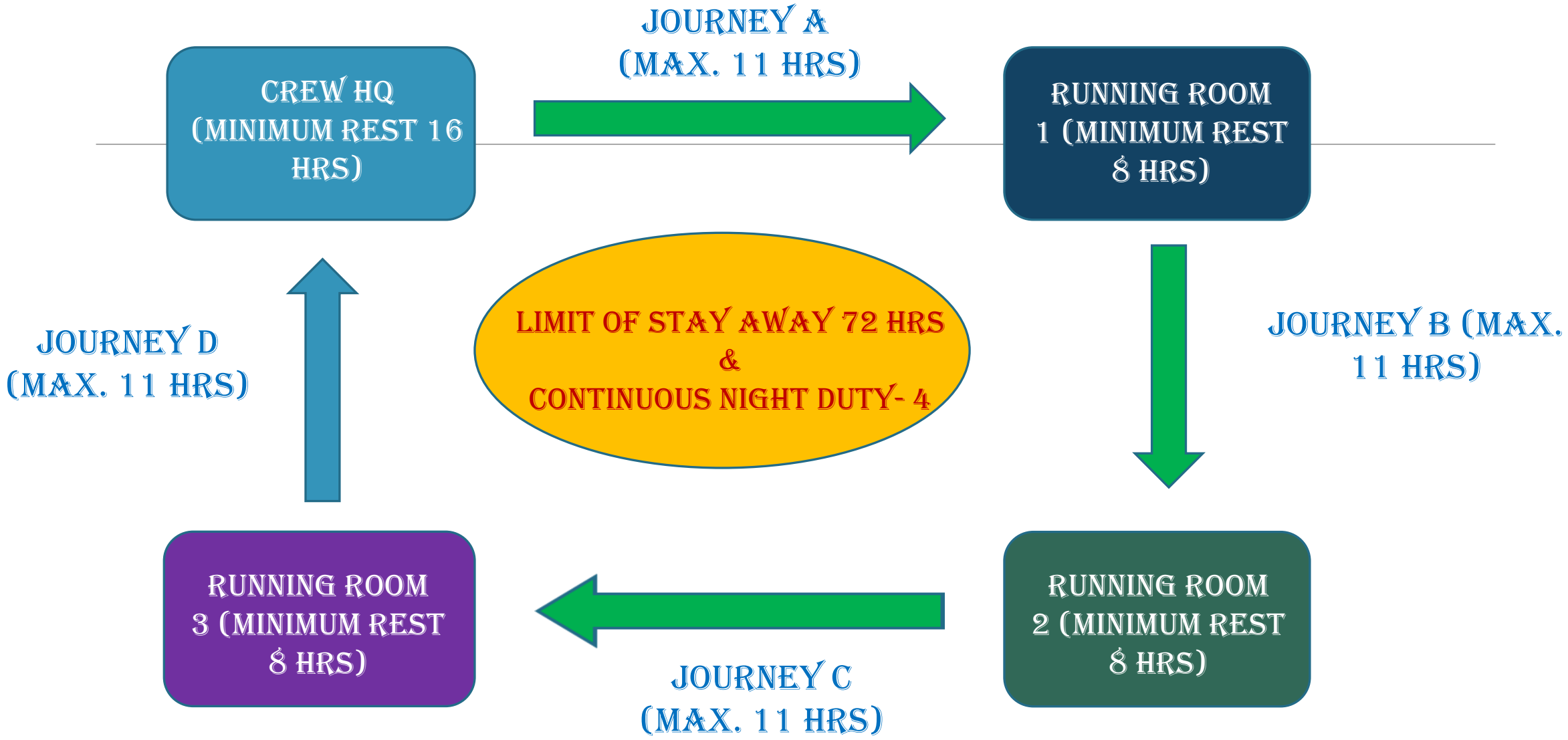
AVINASH PRAKASH

PROFESSOR (DT)/IRIMEE

CREW DUTY HOURS

- Total duty at a stretch (from ‘sign on’ to ‘sign off) for the Running Staffs should not exceed 11 hours.
- Running duty at a stretch should not ordinarily exceed 9 hours. (further extension require at least 2 ‘hours notice)
- For loco pilot of mail exp.- pure running duty < 8 hrs.
- a maximum limit of 125 duty hours per fortnight (roster- 104hrs./90 hrs. for Mail/Exp.)
- Periodical Rest for 4 periods of 30 consecutive hours or 5 periods of 22 consecutive hours

CREW DUTY HOURS



Effective Utilization of Crew

- It is required that Crew work in both Inward and Outward Journey to avoid Idle Movement of Crew as Passenger.
- This Necessitates Proper Rest for Crew at Outstation
- Running Room needs pride attention in order to ensure that crew rest is proper & adequate.
- The LP/ALP must register into the book by giving the details like his name, incoming train no, outgoing date, outgoing train no, room which is allocated, room departure time and also along with his designation and head quarters.

Classification of Running Room

Running room should be classified on the basis of number of users per day:

i. Category “A” – 51 users,

ii. Category “B” – between 21-50 users and

iii. Category “C” – up to 20 users.

Basic Amenities

i. Proper hygiene, adequate toilet facilities and clear drinking water.
ii. Proper ventilation and lighting
iii. Air-conditioned room/Desert cooler(min.)
iv. Reading room with magazine and newspaper
v. Cooking facilities to meet the needs of running staff
vi. Recreation
vii. Good ambience
viii. Punctuality due to time constraint

Living Room requirements

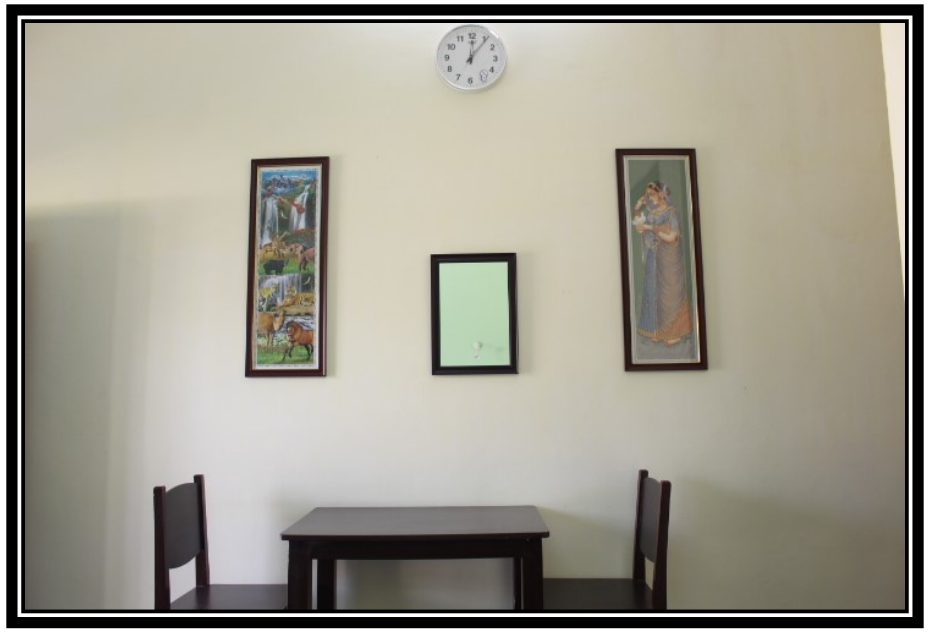
- No. Of beds per room/cubicle:
    a. Old Running Room – 4 Beds per Room
    b. New Running Room – 2 Beds per Room
- Window and door curtains should be of dark color and should match with interiors.
- Mosquito repellant/ Mosquito net
- Air-conditioned room or Desert cooler
- Lockers

Living Room requirements

- Night lamp & individual reading lights and charging points
- Pegs for clothes
- Foot mat/door mat
- Numbering of beds
- Good quality linens
- Wherever possible the same room/bed may be allotted to the loco pilot for sound sleep.

Living Room at Abu Road Running Room

- ✓Single Bed with Side Table cum individual locker
- ✓Reading Lamp & Night Lamp
- ✓Dust Bin, Door mat, foot mat & sleeper
- ✓Cloth Hangers
- ✓Good quality two sets curtain



- ✓Reading table and Chairs,
- ✓Wall Clock
- ✓Painting/ Scenery,
- ✓Mirror,
- ✓Mosquito Repellant
- ✓Sleepers

Malda Running Room

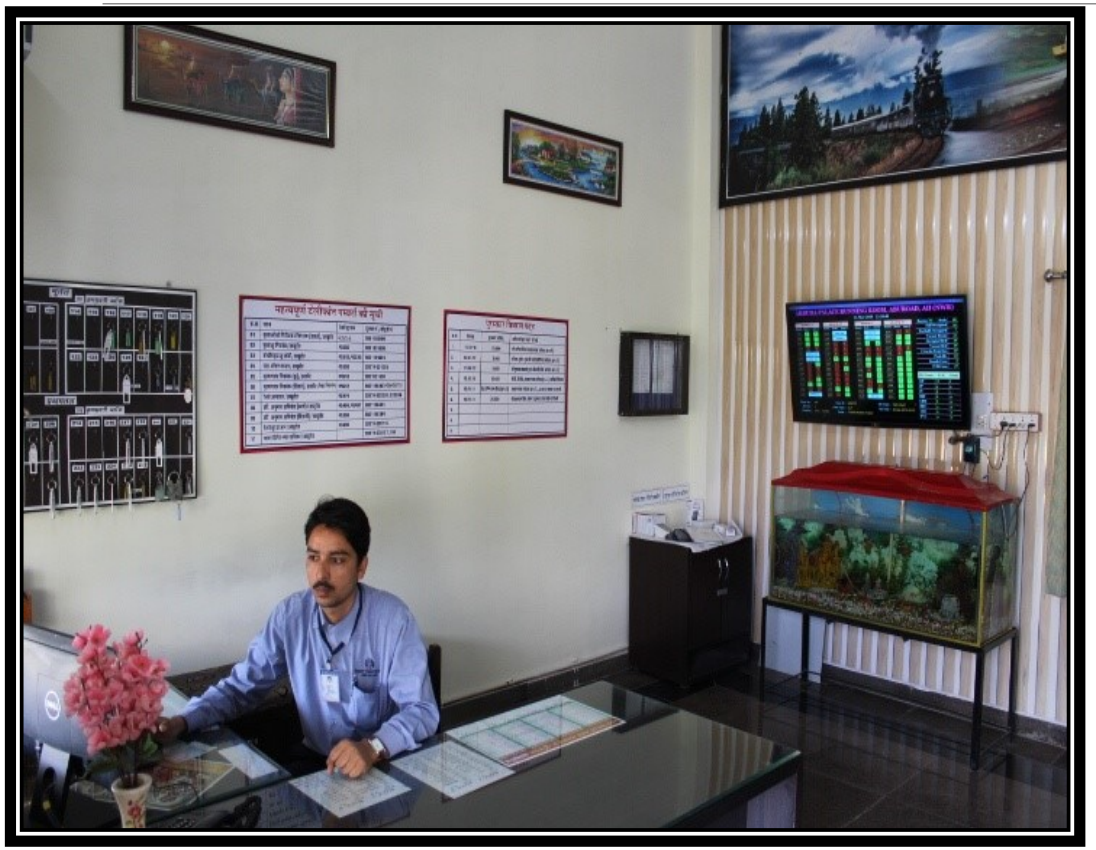
NJP Running Room

Living Room

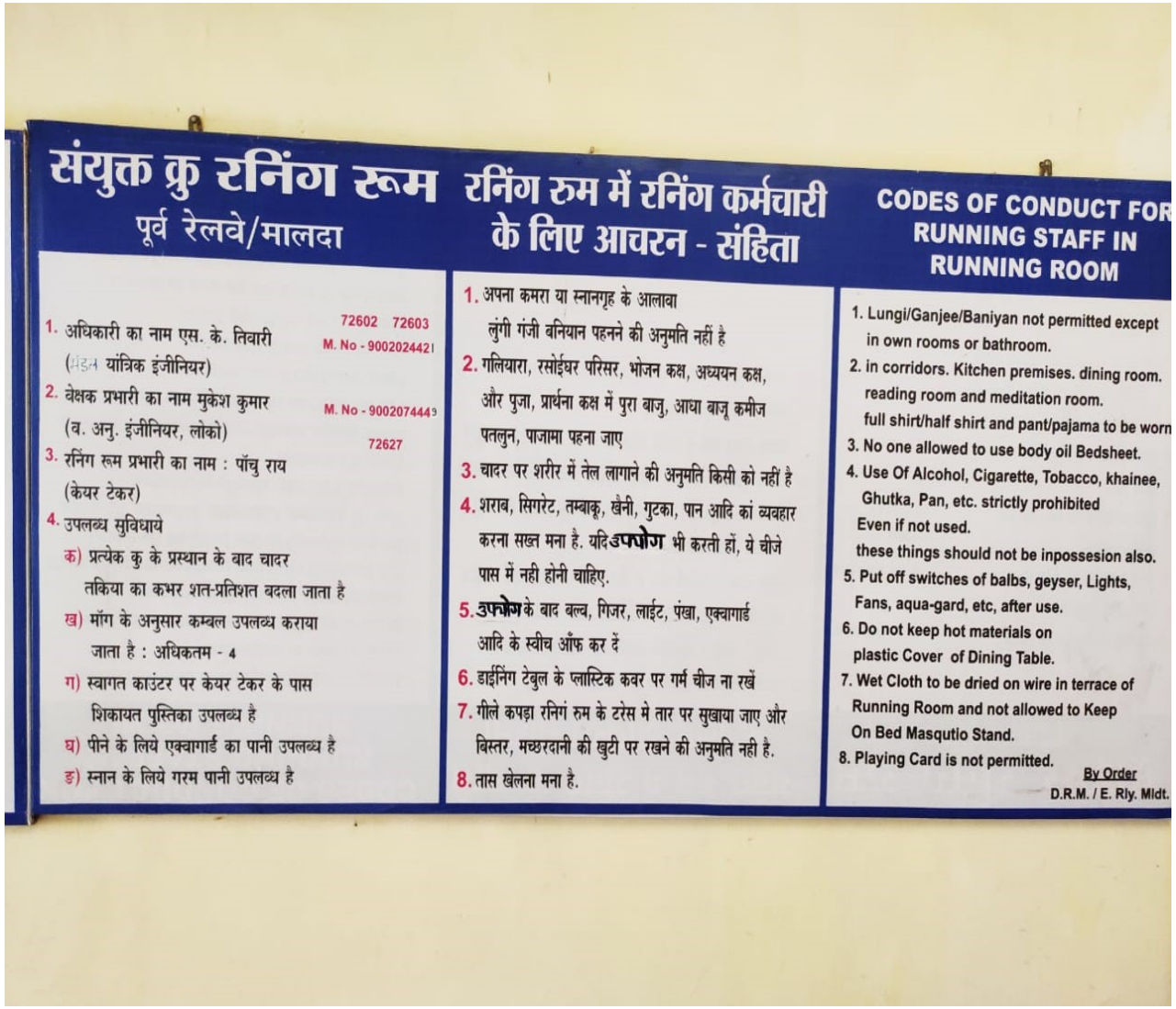
Other essential requirements

- No waiting for bed after arriving
- Computerization of checking-in facility at reception
- Room occupancy display
- complaint register/ suggestion book of running rooms & proper redressal mechanism and record of action taken
- No noise pollution and air pollution
- Proximity of running room to the booking lobby with proper well lit pathways
- Shoe polishing kit and ironing facility

Reception at Abu Road Running Room



Reception at Malda Running Room



संयुक्त क्रु रनिंग रूम
पूर्व रेलवे/मालदा

1. अधिकारी का नाम एस. के. तिवारी (वरि. यांत्रिक इंजीनियर) 72602 72603 M. No - 9002024421
2. वेक्षक प्रभारी का नाम मुकेश कुमार (व. अनु. इंजीनियर, लोको) M. No - 9002074449 72627
3. रनिंग रूम प्रभारी का नाम : पाँचु राय (केयर टेकर)
4. उपलब्ध सुविधाये
   - क) प्रत्येक क्रु के प्रस्थान के बाद चादर तकिया का कभर शत-प्रतिशत बदला जाता है
   - ख) माँग के अनुसार कम्बल उपलब्ध कराया जाता है : अधिकतम - 4
   - ग) स्वागत काउंटर पर केयर टेकर के पास शिकायत पुस्तिका उपलब्ध है
   - घ) पीने के लिये एक्वागार्ड का पानी उपलब्ध है
   - ङ) स्नान के लिये गरम पानी उपलब्ध है

रनिंग रुम में रनिंग कर्मचारी के लिए आचरन - संहिता

1. अपना कमरा या स्नानगृह के आलावा लुंगी गंजी बनियान पहनने की अनुमति नहीं है
2. गलियारा, रसोईघर परिसर, भोजन कक्ष, अध्ययन कक्ष, और पुजा, प्रार्थना कक्ष में पुरा बाजु, आधा बाजू कमीज पतलुन, पाजामा पहना जाए
3. चादर पर शरीर में तेल लागाने की अनुमति किसी को नहीं है
4. शराब, सिगरेट, तम्बाकू, खैनी, गुटका, पान आदि कां व्यवहार करना सख्त मना है. यदि उपयोग भी करती हों, ये चीजे पास में नही होनी चाहिए.
5. उपयोग के बाद बल्ब, गिजर, लाईट, पंखा, एक्वागार्ड आदि के स्वीच ऑफ कर दें
6. डाईनिंग टेबुल के प्लास्टिक कवर पर गर्म चीज ना रखें
7. गीले कपड़ा रनिंग रुम के टरेस मे तार पर सुखाया जाए और बिस्तर, मच्छरदानी की खुटी पर रखने की अनुमति नही है.
8. तास खेलना मना है.

CODES OF CONDUCT FOR RUNNING STAFF IN RUNNING ROOM

1. Lungi/Ganjee/Baniyan not permitted except in own rooms or bathroom.
2. in corridors. Kitchen premises. dining room. reading room and meditation room. full shirt/half shirt and pant/pajama to be worn
3. No one allowed to use body oil Bedsheet.
4. Use Of Alcohol, Cigarette, Tobacco, khainee, Ghutka, Pan, etc. strictly prohibited Even if not used. these things should not be inpossesion also.
5. Put off switches of balbs, geyser, Lights, Fans, aqua-gard, etc, after use.
6. Do not keep hot materials on plastic Cover of Dining Table.
7. Wet Cloth to be dried on wire in terrace of Running Room and not allowed to Keep On Bed Masqutio Stand.
8. Playing Card is not permitted.

By Order
D.R.M. / E. Rly. Mldt.

Other essential requirements

- ISO certification
- Garden /horticulture
- Pest control
- Availability of washing machine /dryer and electric iron
- Availability of imprest and its recoupment
- institution of running room standing committee
- Fund shouldn't be an issue
- Spot purchase committee

ISO Certified Abu Road Running Room

Running Room- Abu Road

✓ISO 9001:2015 Certification

✓ISO 22000:2005 Certification

LMS ASSESSMENTS

CERTIFICATE

This is to Certify that the Quality Management System of

'ARBUDA PALACE' RUNNING ROOM, ABU ROAD, AJMER DIVISION, NORTH WESTERN RAILWAY

ABU ROAD, DIST-SIROHI- 307026 (RAJASTHAN), INDIA

has been independently assessed and is compliant with the requirements of

ISO 9001:2015

This Certificate is applicable to the following product or service ranges:

PROVISION OF SERVICES RELATED TO CREW REST AND FOOD FACILITIES

:: Certificate No :: 107136-A01

Date of initial registration	20 December 2016
Date of this Certificate	20 December 2016
Certificate expiry	19 December 2019
Recertification Due	19 December 2019

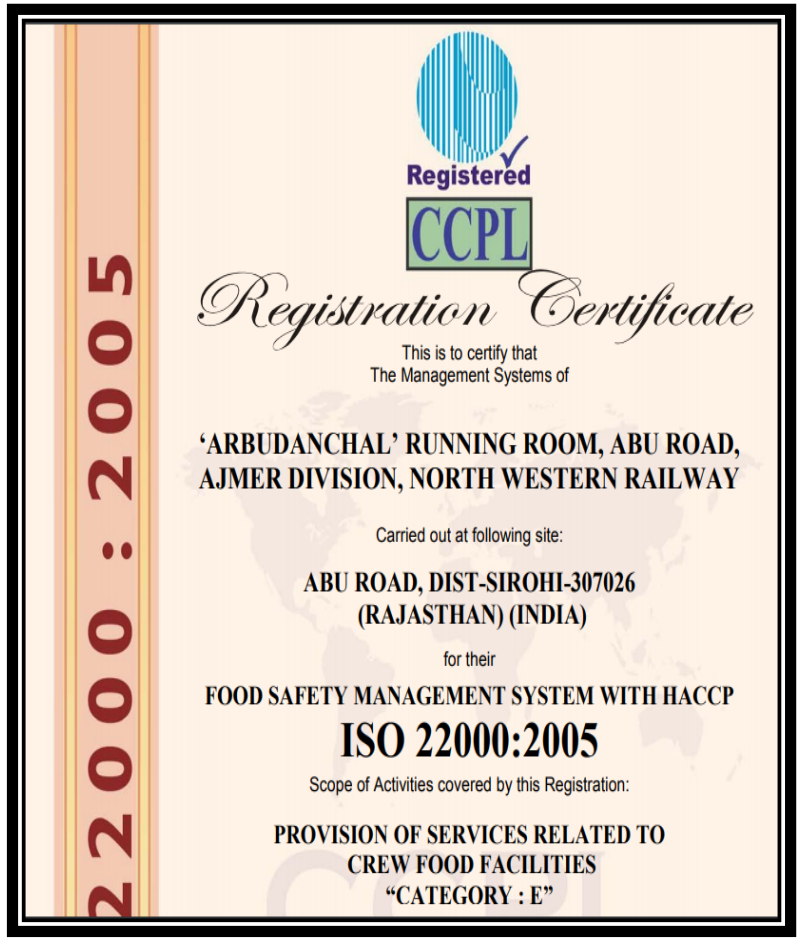
This Certificate is property of LMS Certifications and remains valid subject to satisfactory surveillance audits.

Director

Accreditation DAC IAF

LMS Certifications Private Limited
1-Anandham, Opp. Kukrail Picnic Spot Gate, Faridi Nagar, Lucknow - 226015, UP, (INDIA).
e-mail :- info@lmsassesments.com,
Visit :- www.lmsassessments.com.

LMS ASSESSMENTS



2000 : 2005

Registered

CCPL

Registration Certificate

This is to certify that
The Management Systems of

'ARBUDANCHAL' RUNNING ROOM, ABU ROAD, AJMER DIVISION, NORTH WESTERN RAILWAY

Carried out at following site:

ABU ROAD, DIST-SIROHI-307026 (RAJASTHAN) (INDIA)

for their

FOOD SAFETY MANAGEMENT SYSTEM WITH HACCP

ISO 22000:2005

Scope of Activities covered by this Registration:

PROVISION OF SERVICES RELATED TO CREW FOOD FACILITIES "CATEGORY : E"

Abu Road Running Room

Abu Road Running Room

Abu Road Running Room

Other essential requirements

- Strength of running room staff/ vacancy (sanctioned staff as per requirement)
- Staff in proper uniform with identity card
- Availability of instruction boards
- Spare beds, mattresses, linen and pillow with cover
- First aid box and firefighting equipment should be provided
- Training of running room staff on first aid and fire fighting

Staff in proper Uniform

Safety Measures

- Fire fighting system
  1. Fire Extinguishers
  2. High pressure hydrant point
  3. MCB enabled power supply

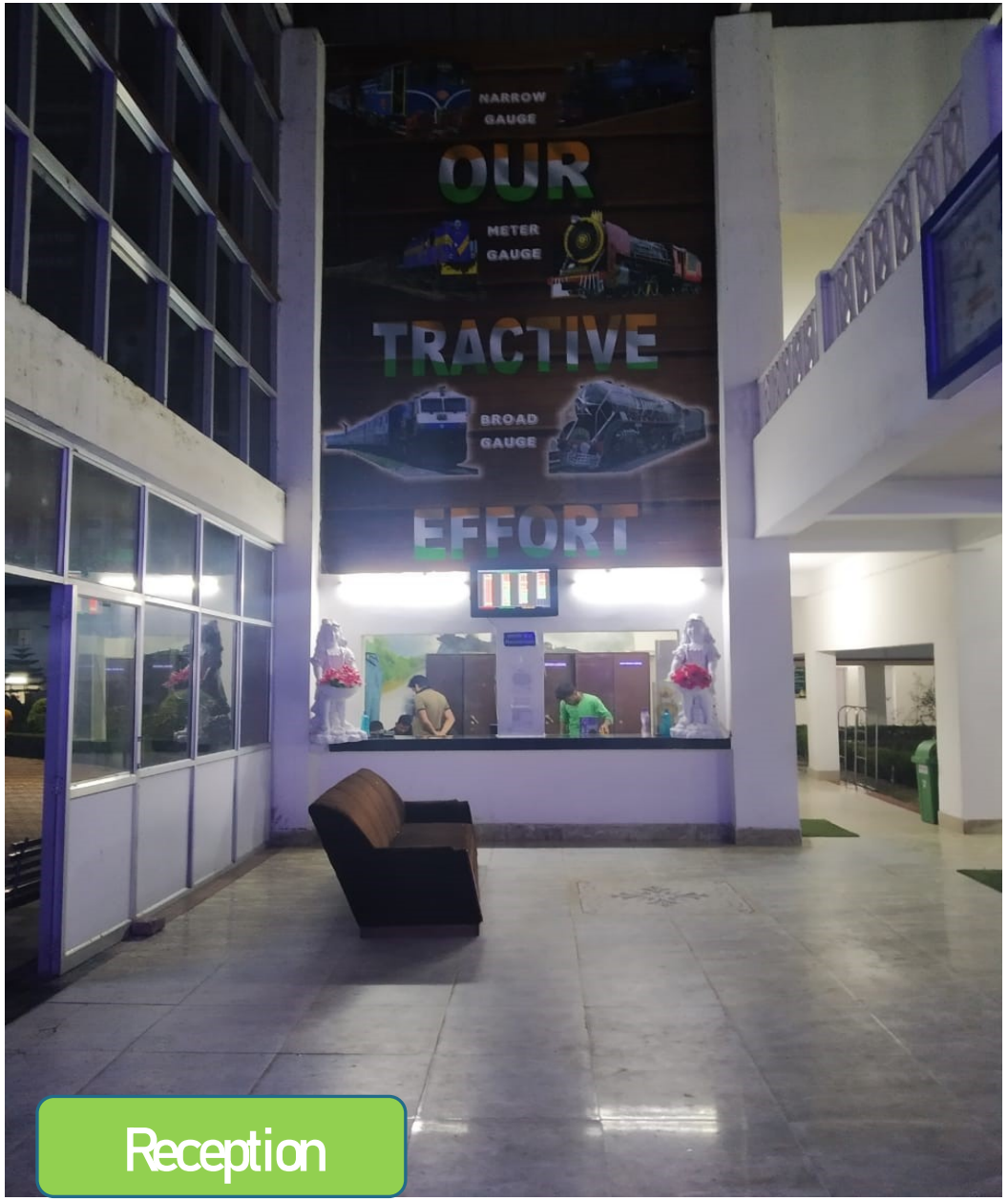
Infrastructural facilities (Civil/Elect./S&T)

- Power back up
- Periodical white washing and regular engineering maintenance
- Electrical wiring and proper maintenance
- Proper illumination level
- Availability of pucca pathway and illumination from Running room to lobby
- Communication facilities – Railway and DOT phones/CUG
- Provision of rain water harvesting
- boundary walls/fencing

Abu Road Running Room

NJP Running Room

Outside View



Reception

Visitor's Room

- ✓ Two Sofa sets with center table
- ✓ Beautiful wall Scenery

Solar Water Arrangement

24x7 Power Supply Backup

Rain Water Harvesting System

NJP Running Room

Malda Running Room

Cooking facilities

- The standard should not be lower than that prescribed for AC 2-tier passengers in Rajdhani trains.
- Ration based system should be done away with only the fully subsidized meals
- Quality of utensil/crockery
- Cooking utensils should be of stainless steel type
- Cleaning and hygiene

Abu Road Running Room

Cooking facilities

- Quarterly visit of doctor
- Exhaust fan /Industrial chimney
- System of garbage disposal
- LPG cylinder back up
- Nails of kitchen staff should be properly clean and well trimmed.
- Dishwasher may be planned for cleaning

Abu Road Running Room

Cooking facilities

- Medical examination of kitchen staff per year
- Periodic visit of doctor for food quality
- Periodic medical check for infectious disease
- Healthy food
- Food Safety Management System (FSMS) provides a preventative approach to identify, prevent and reduce foodborne hazards

Malda Running Room

NJP Running Room

Subsidized Meal

- Latest guideline 23-10-15
- Subsidy Rs. 41* or 90% of cost of meal whichever is less will be paid by Railway

  *Periodic Revision as per CPI(IW) Base June'15
- Ceiling- not more than 3 meals in 24 hours
- One packed meal for en-route extra
- Regular system of Quality check by committee of Sr DME, Sr DEE and Sr DOM
- May be Departmental/Outsourced

Subsidized Meal

दिनांक 14
22/3/2019

सब्सी डाईज मील मेनू

नास्ता		पराठा + चाय + आचार	
		सुबह का खाना	शाम का खाना
1.	सब्जी	आलू + गाजर + मटर	बैगन
2.	दाल	मिक्स दाल	मूंग, मिक्स
3.	चावल	सादा	सादा
4.	सलाद	प्याज, शलजम, गाजर, टमाटर	मटर + प्याज
5.	अतिरिक्त	पापड़, आचार	पापड़ आचार
6.			

नोट – 1. एक कूपन के साथ एक ही चाय मिलेगी।
2. खाने से पहले कूपन एवं 5/- रूपये जमा करायें।

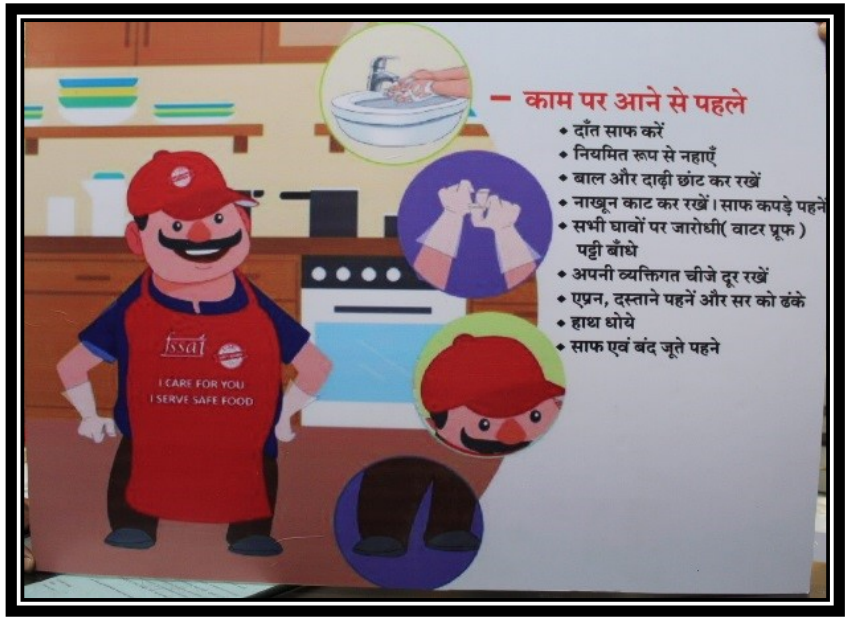
नोट – कृपया खाना खाने से पहले कूपन जमा कराऐं।
(Please Deposit The Coupan Before Eating)
सलाद एक बार ही दिया जायेगा।

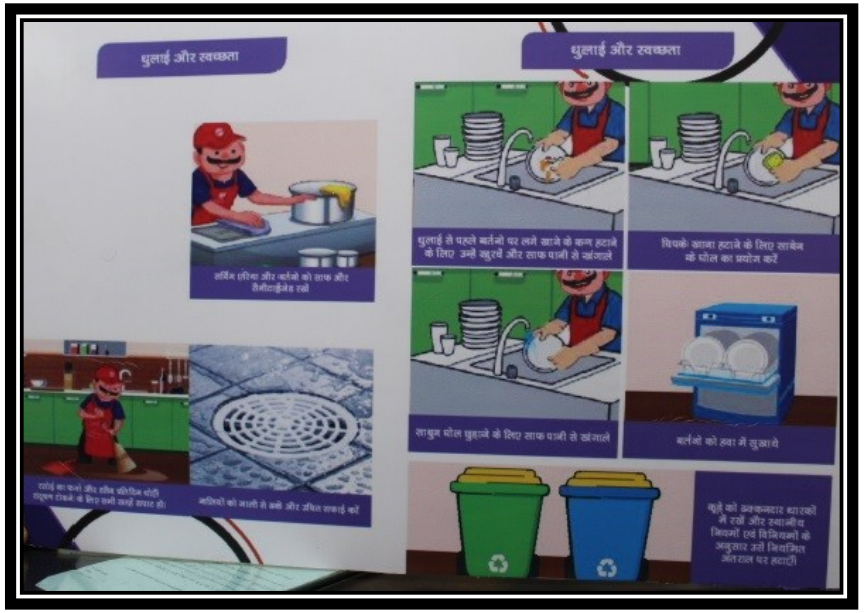
Dining Hall/Room

- Table and chair
- Light and fans
- Fly catcher machine
- Availability of water purifier and water cooler
- Separate Utensil for Veg and Non-veg
- Use of Apron, Gloves, Cap etc. by kitchen staff & Bearer

Dining Hall at Running Room, Abu Road

Food Safety Posters





NJP Running Room

Water Purifier Plant

Toilets & Bathroom

- Bucket and mugs availability and condition
- Working of flush system
- Solar water heater/ geyser
- Adequate water supply
- Towel/cloth hanger ,soap stand
- Cleanliness & Hygienic
- Floors and Drains to have Adequate Slope to prevent Stagnation of Water
- Anti Skid Tiles

Toilet & Bathroom

Malda Running Room

NJP Running Room

Reading Room

- Availability of news papers (minimum 3), magazine
- Safety bulletins
- Lights and fans
- Table and chairs
- Recreation facility (carom board etc)

Reading Room

Reading Room

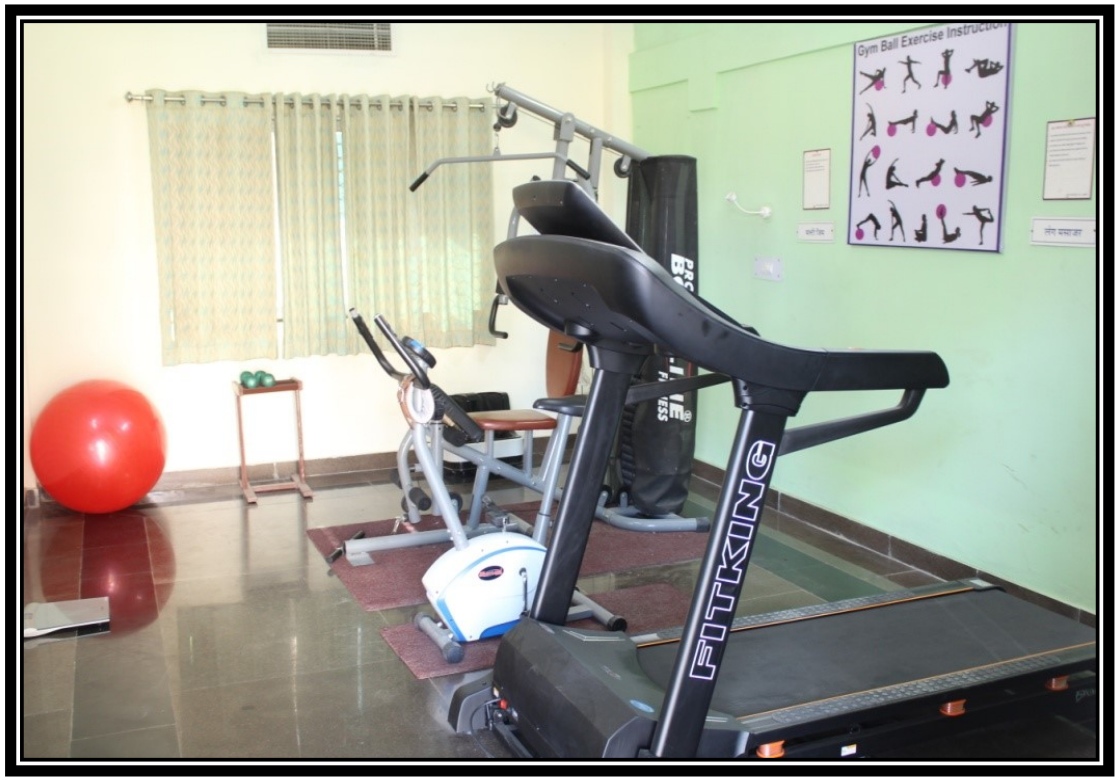
YOGA, MEDITATION AND FITNESS

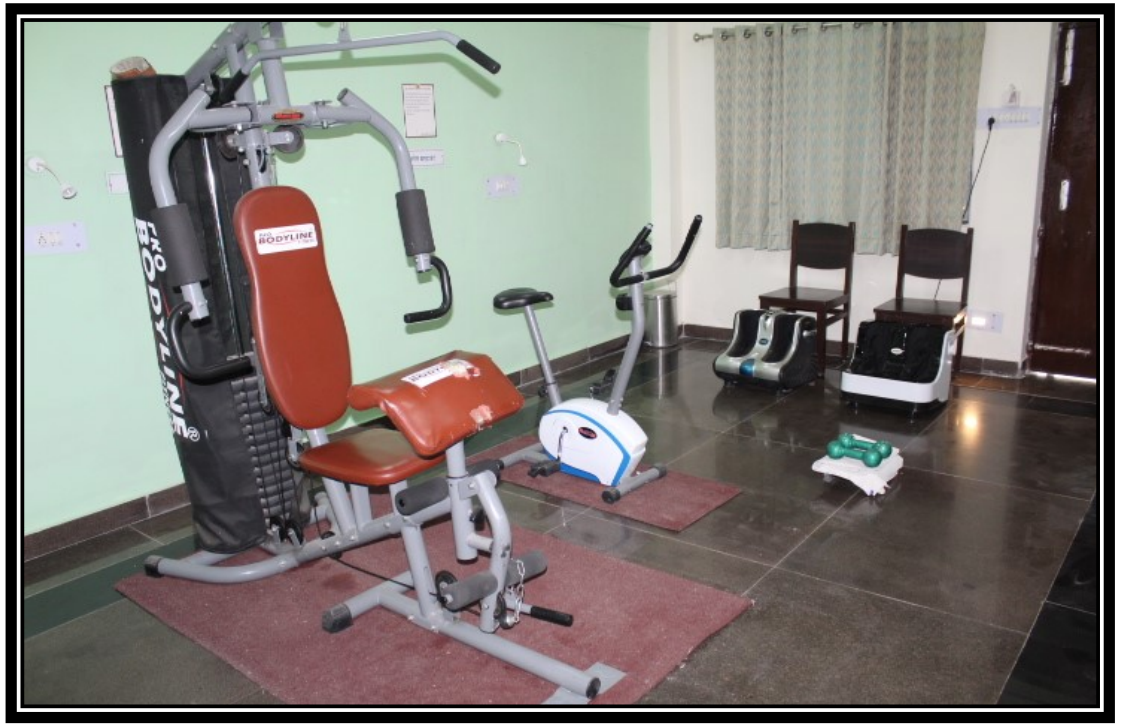
- Room/hall furnished with carpet
- Light music system
- Computer with LCD projector
- Consecration board
- Display of motivational slogans
- Fitness facilities- Gymnasium

Yoga Room

- ✓Audio system (yoga guiding/chanting CDs)
- ✓High quality Mats
- ✓Soothing ambience

Fitness Room





Recreation Facilities

YOGA ROOM
Phulera Running Room

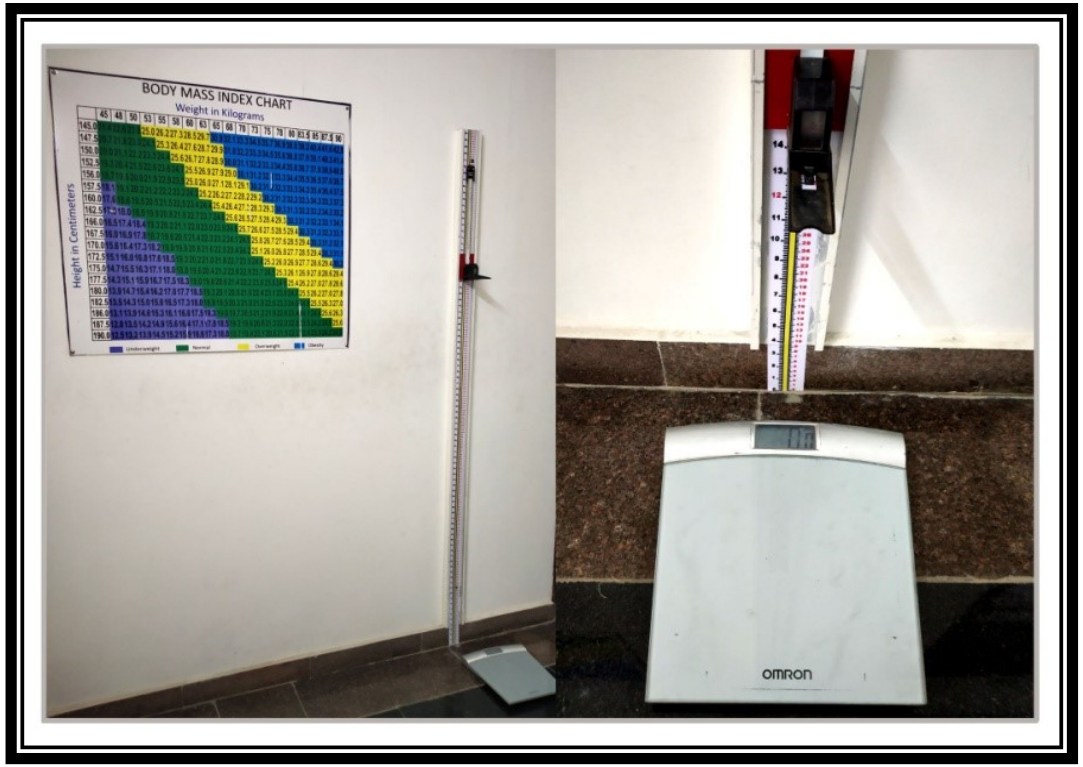
Other facilities

- To Instill feeling of serving better, pictorial posters to be displayed at reception.
- CCTV (Close Circuit Television) system may be provided at reception.
- Smoke detector may also be provided to avoid fire incident.
- Important DOT or mobile phone numbers should be displayed
- Computer may be provided at reception with internet connection
- Daily ‘AAJ KA VICHAR’ ‘आज का विचार’ may be written on board

Other facilities

- Hot & cold flask
- Tea/coffee vending machine
- Hot water bottle may be kept at reception for those who are suffering from pain arising out of spondylitis, Sciatica, arthritis etc.
- Digital medical equipment like Blood Pressure, Thermometer, Blood sugar, eye massager etc.
- Civil authorities should be approached for removing the liquor shop near the running room.
- defused light/pathway lighting may be provided in bed rooms.
- Cow catcher may be provided at main entrance to avoid entry of animals

Additional Amenities:
Health care & monitoring system



BMI chart & weighing machine

Additional Amenities:
Health care & monitoring system

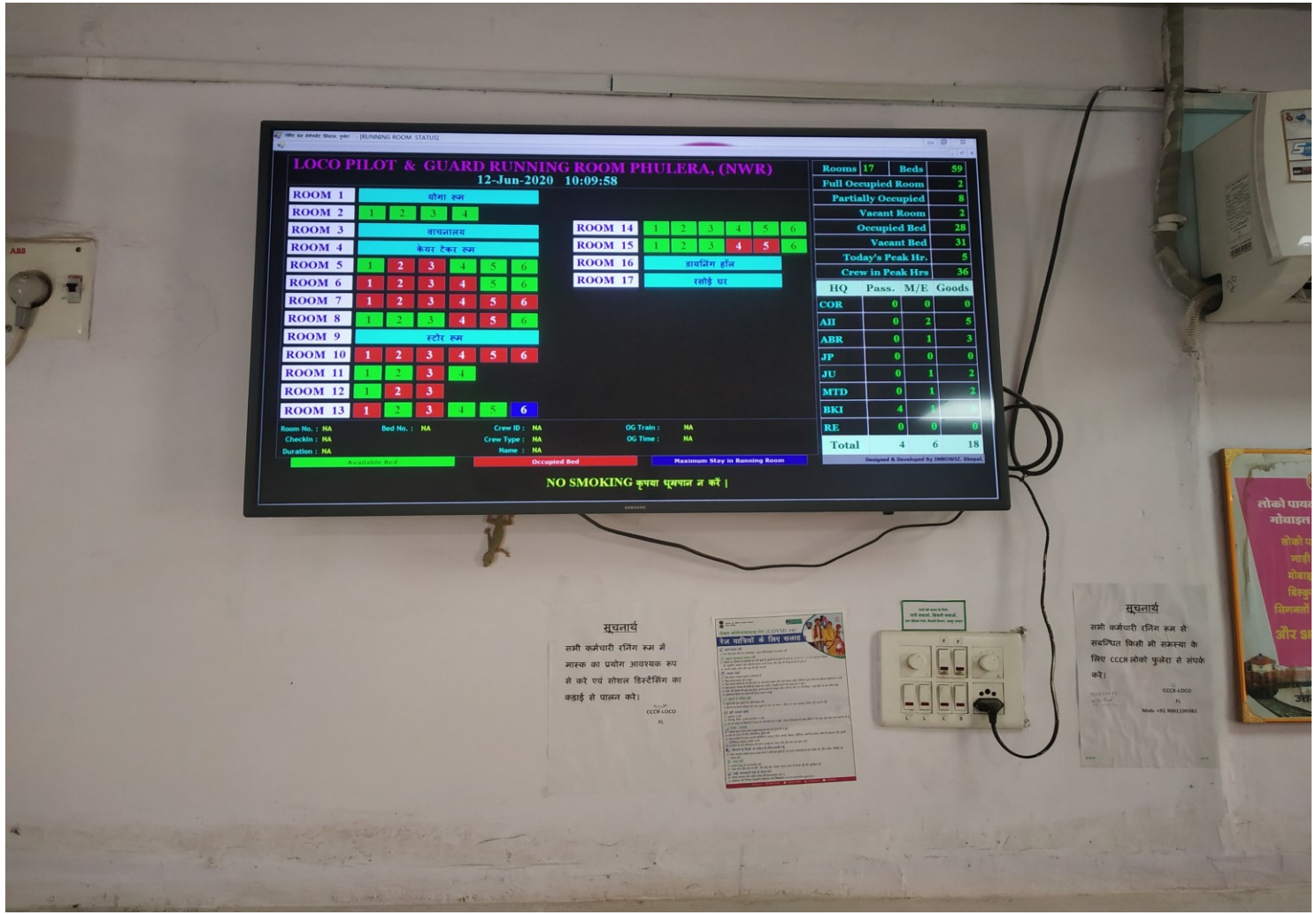
Punctuality at Every Point

- At reception to provide room
- At room to provide fresh bedroll
- At kitchen counter for demanding meal
- During preparation of meal
- At dining hall for serving of meal
- At lavatory
- At reception for leaving

Software based Computerised Running Room Management System

- Maintaining the data effectively across different sections of the running room.
- Data redundancy, inconsistency, lot of human work will be reduced.
- Calculation of time will be done automatically.
- Pilots or guards can view their details and timings of the train.
- easy access to the required queries.
- Alert messages to Pilots regarding their incoming time and outgoing time.
- Bed occupancy, meal ordering, stock monitoring etc.

Phulera Running Room



Evaluation of Performance

- Periodic Inspection of Running Rooms By Committee headed by ADRM
- Feedback Mechanism
- Shield for best maintained Running Room by Railway Board during Rail Week Function

Compliance of Railway Board Norms for Best Maintained Running Room

S.No.	Items	Provided
	General Management	
1	Functioning of Spot purchase committee.	√
2	Level of supervision (CLI Level)	√
3	Functioning of running rooms standing committee.	√
4	Award at Divisional and HQ level	√
5	Complaint/Suggestion book and action taken thereon.	√
6	ISO certification (Under Process)	√
7	Garden/Horticulture	√
8	Pest Control	√
9	Availability washing machine/dryer and electric iron	√
10	Availability of imprest and its recoupment	√
11	Strength of running room staff/vacancy (SS as per requirement) (Completely outsourced)	-
12	Computerization of checking in facility at reception	√
13	Room occupancy display	√
14	Amount of works completed with in one year of sanction	√
15	Staff in proper uniform with I card	√
16	Availability of instruction board	√
17	Noise pollution (Minimum)	√
18	Spare beds, mattress, linen and pillow with cover	√
	Engineering, Electrical and General Infrastructure	
1	Power back up	√
2	White washing and engineering maintenance	√
3	Electrical wiring and maintenance	√
4	Illumination level	√
5	Communication facility	√
6	Rain water harvesting	√

Compliance of Railway Board Norms for Best Maintained Running Room

S.No.	Bed room	Remarks
1	No. of beds per room two bed	√
2	Mosquito repellents	√
3	Window and door curtain (Curtains should be of dark colour)	√
4	Desert cooler performance (Centerlized air cooling)	√
5	Quality of Furniture	√
6	Quality of linen and mattress	√
7	Availability of lockers	√
8	Individual reading lights and charging points	√
9	Foot mat/door mat	√
10	Numbering of Beds	√
11	Provision of night lamp	√
	Kitchen	
1	Quality of Utensil/ Crockery (Very Good)	√
2	Cleaning and hygiene	√
3	Subsidized meal	√
4	Medical examination of kitchen staff per year	√
5	Quarterly visit of Doctor	√
6	Exhaust fan/chimney	√
7	System of garbage disposal	√
8	LPG Cylinder (backup)	√
	Dining Hall	
1	Table and Chair	√
2	Light and fans	√
3	Fly catcher machine	√
4	Availability of Aqua Guard and water cooler	√

Compliance of Railway Board Norms for Best Maintained Running Room

	Toilets and Bathroom	√
1	Bucket and Mugs availability and condition (Very Good)	√
2	Working of flush systems	√
3	Solar water heater/Geyser	√
4	Adequate water supply	√
5	Towel/cloth hanger, soap stand	√
6	Cleanliness (Very Good)	√
	Reading room	√
1	Availability of News paper (minimum 3), Magazine	√
2	Safety Bulletin	√
3	Light and fans	√
4	Table and chair	√
5	Recreation facility (Carom board etc.)	√
	Safety and Security	√
1	Availability of pucca pathway and illumination from running room to lobby	√
2	Fire protection system	√
3	First aid box	√
4	Boundary wall/fencing	√
5	Training of running room staff on First Aid and fire fighting	√
	Yoga and Meditation room	√

Important Circulars

- Railway Board Guidelines as per Board's letter No.2001/M (L)/467/2 Dated –10.11.03.
- High Power Committee to Review the Duty Hours of Running and Other Safety Related categories of Staff issued by Railway Board August, 2013
- Report on Running Room Facilities issued by CAMTECH

THANKS